

*******THIS IS NOT A REQUEST FOR PROPOSAL*******



IOWA DEPARTMENT OF PUBLIC HEALTH

DIVISION OF ADMINISTRATIVE AND PROFESSIONAL LICENSURE

REQUEST FOR INFORMATION

for

Vital Events System

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SECTION 1: PURPOSE, BACKGROUND, AND ADMINISTRATIVE INFORMATION

1.1 Purpose/Information Sought.

The Iowa Department of Public Health, hereafter known as the Department, is seeking **information** from interested parties who are interested in providing a comprehensive, configurable off-the-shelf system that handles successful statewide electronic registration of all vital events occurring in the State of Iowa.

The purpose of this process is to provide the background information for the preparation of a Request for Proposals (RFP). The purpose of this Request For Information (RFI) is to allow all interested vendors to present systems that are currently available and preview systems that are under development to assist the Department in preparation of a Request For Bids (RFB) or Request For Proposals (RFP).

1.2 Background Information for the Project.

The State of Iowa processes approximately 40,000 Birth, 30,000 Death, 200 Fetal Death, 20,000 Marriage, 8,000 Dissolution, 6500 Termination of Pregnancy events. In addition processes 30,000 special modifications, accept transmittals, verifications and does over 400,000 accounting transactions (CAS) records each year. The Department is responsible for filing and managing all Vital Events and associated information in Iowa. In addition the Department is responsible for the integrity and operation of the registration systems, and oversight of the Vital Record registration process. The Department maintains central repositories for all Vital Records and provides statistical data and reporting to a variety of Federal and State agencies.

The Iowa Department of Public Health is currently using a vendor hosted system that was developed by Netsmart. The database is approximately 67 GB in size and contains 229,228,000 rows over 511 tables. There are approximately 12 million images stored on a separate disk which is around two terabytes of data.

The Iowa Department of Public Health is the legal entity responsible for the integrity and operation of the vital records registration system, and oversight of vital events registration and issuance processes per Iowa Code chapter 144 and Iowa Administrative Code 641-95 - 100(144).

The system must conform to existing laws and practices related to Vital Records functions including the Federal Intelligence Reform and Real ID Act. For additional

information section 7211

<http://www.gpo.gov/fdsys/pkg/PLAW-108publ458/html/PLAW-108publ458.htm>

The primary stakeholders involved in the registration processes include:

- Hospital Medical staff – over 300 medical staff enter newborn birth events. Vital Records Staff – Iowa vital records staff include data entry and other clerks involved in the registration of vital events, as well as information technology staff.
- Local County Registrars – Registrars have the primary responsibility of issuing birth, death and marriage copies. Iowa registrars also have the primary responsibility for accepting applications for marriages in Iowa, and filing Certificate of Marriage documents.
- Physicians – over 10,000 licensed physicians, all of whom have legal authority to medically certify the cause of death information on death certificates.
- Funeral Directors – approximately 940 Iowa-licensed funeral directors who have affiliation with one or more of the 425 mortuary science facilities in Iowa.
- County Medical Examiner and Deputy County Medical Examiner - a medical or osteopathic physician or surgeon licensed in the state of Iowa and appointed by the board of supervisors to serve in the capacity of accepting jurisdiction in their appointed county for purposes of investigation on any death in which the circumstances are sudden, unexpected, violent, suspicious or unattended.
- State Medical Examiner - a medical or osteopathic physician or surgeon licensed in the state of Iowa and serves at the pleasure of the Director of Public Health to serve in the capacity of accepting jurisdiction in the state of Iowa for purposes of investigation on any death in which the circumstances are sudden, unexpected, violent, suspicious or unattended and administering the Office of the State Medical Examiner.

Organizations and Institutions

Organizations and institutions play an important role to support the registration process by providing administrative staff (“designated representatives”) that may be responsible for entering information for a vital event.

Institutions that support the registration process include:

- Hospitals
- State Agency
- County Recorder
- Physician offices or clinics
- Nursing homes
- Hospices

- Funeral homes
- Medical examiner
- Local medical facilities
- Clerks of Court

1.3 Request for Information Procedure

This request requires any vendor wishing to submit **information** to respond to this Request for Information (RFI) by 4:00 p.m., local Iowa time, on **September 23, 2022**.

In addition, vendors may demonstrate their equipment and explain their technology during the weeks of October 10, 2022 - October 21, 2022. Requests to schedule presentations are also due by 3:00 p.m. Central Time, on **September 23, 2022**.

1.4 Relevant Dates

Event	Date
Issue RFI	August 1, 2022
RFI Responses Due	September 23, 2022
RFI Demonstrations	October 10, 2022
Issue RFP (Tentative date)	March 1, 2023
RFP Decision to Award Contract (Tentative date)	May 1, 2023
Contractor/Vendor Begins Implementation (Tentative date)	July 1, 2023
Conversion Completed - Existing Contract Expires (Tentative date)	November 30, 2024

1.5 Submission of Response

The vendor's **written** response may be hand-delivered, e-mailed **or** mailed to the Department. Responses will not be accepted over the telephone. However, the Department reserves the right to make telephone contacts or follow up on information submitted in any manner deemed appropriate by the Department. All responses or requests to schedule a demonstration must be received at the Department by 4:00 p.m. Central Time, on **September 23, 2022**.

1.6 Demonstrations

Demonstration day preferences will be scheduled in the order received. We prefer that presentations start at 10:00 a.m., but we will be flexible in scheduling the time of each presentation. Demonstrations will be held virtually. All demonstrations will be recorded.

1.7 Contact Information

The contact at the Department for scheduling, technical questions, inquiries, comments, and submission of responses will be:

Name of IDPH Contact:	Tracy Sunquist
Department Address:	Vital Statistics IDPH 321 East 12 th Street Des Moines, IA 50319
Email Address:	tracy.sunquist@idph.iowa.gov

1.8 Review and Rejection of RFI Responses

1.8.1 The Department reserves the right to reject any and all responses, in whole and in part, received in response to this RFI at any time. Issuance of the RFI in no way constitutes a commitment by the Department to award any contract. This RFI is designed to provide Vendors with the information necessary for the preparation of informative response proposals and demonstrations of product. This RFI process is for the Department's benefit and is intended to provide the Department with competitive information to assist in the selection of goods and services. The RFI is not intended to be comprehensive and each Vendor is responsible for determining all factors necessary for submission of a comprehensive response and a complete product capability demonstration. The RFI response and demonstration will not be subject to an RFP type evaluation but only to a review of suggested product performance, cost (*cost may be estimated by Vendor, if an estimate Vendor shall state that it is an estimated or approximate cost*), of processes offered and of abilities to perform services that may be of use to the Department.

1.8.2 An RFI response may be rejected outright and not reviewed for any one (1) of the following reasons, therefore Vendors are asked to make every effort to meet the RFI timelines and to include the requested information:

- Failure of Vendor to deliver the response by the due date and time.
- Failure to include information requested in the RFI.
- Failure to offer demonstrations.

1.9 Public Records and Requests for Confidentiality

1.9.1 The release of information by the Department to the public is subject to Iowa Code Chapter 22 and other applicable provisions of law relating to the release of records in the possession of a State agency. Vendors are encouraged to familiarize themselves with these provisions prior to submitting a bid proposal. All information submitted by a Vendor may be treated as public information by the

Department unless the Vendor properly requests that information be treated as confidential at the time of submitting the proposal.

1.9.2 Any requests for confidential treatment of information must be included in a cover letter with the Vendor's bid proposal and must enumerate the specific grounds in Iowa Code Chapter 22 or other legal reasons which support treatment of the material as confidential and must indicate why disclosure is not in the best interests of the public. The request must also include the name, address and telephone number of the person authorized by the Vendor to respond to any inquiries by the Department concerning the confidential status of the materials.

1.9.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner.

1.9.4 In addition to marking the material as confidential material where it appears, the Vendor must submit one copy of the bid proposal from which the confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the document as possible. These pages must be submitted with the cover letter and will be made available for public inspection.

1.9.5 The Vendor's failure to request in the bid proposal confidential treatment of material pursuant to this Section and the relevant laws and administrative rules will be deemed by the Department as a waiver of any right to confidentiality which the Vendor may have had.

1.10 Copyrights

By submitting a response the vendor agrees that the Department may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The vendor represents that such copying will not violate any copyrights in the materials submitted.

1.11 Restrictions on Gifts and Activities

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code chapter 722.1 provides that it is a felony offense to bribe a public official.

1.12 Content of the RFI

This RFI is designed to provide vendors with the information necessary for the preparation of an appropriate response. It is not intended to be comprehensive, and each vendor is responsible for determining all factors necessary for submission of a comprehensive response.

The Department reserves the right to modify this RFI at any time.

Responses should be based on the material contained in this RFI or any other relevant information the vendor thinks is appropriate.

By submitting a response each vendor agrees that it will not bring any claim or have any cause of action against the Department, the State of Iowa, or any employee of the Department or the State, based on any misunderstanding concerning the information provided or concerning the Department's failure, negligent or otherwise, to provide the vendor with pertinent information as intended by this RFI.

1.13 Cost to Vendors

The Department is not responsible for any costs incurred by a vendor, which are related to the preparation or delivery of the response, any on-site inspection that may be required, or any other activities related to this RFI.

1.14 Responses Property of the Department

All printed information used to demonstrate a vendor's product becomes the property of the Department. The Department will have the right to use ideas or adaptations of ideas that are presented in the responses.

1.15 Sources of Information Used by the Department in Addition to the Responses

The Department reserves the right to contact vendors after the submission of responses for the purpose of clarification and to ensure mutual understanding.

1.16 No Obligation to Issue Request for Proposal (RFP)

The issuance of this RFI does not obligate the Department in any way to issue an RFP for the goods and services described in this RFI.

1.17 Vendor Responses Identifying Information

State the name and principal place of business of the vendor.

Identify the vendor's type of business entity such as a corporation or

partnership.

State the vendor's place of incorporation, if applicable. At the respondent's discretion, provide an organization chart for the vendor. Include any parent, subsidiary and affiliate companies you feel may be relevant to this presentation.

State the name, address, email address, telephone number and FAX number of the vendor representative to contact regarding all technical matters concerning this RFI.

1.18 Vendor References

Lists all jurisdictions for which the vendor has **implemented a Vital Events system** and indicate the dates on which each contract began and ended. Please include any applicable references.

Section 2 GENERAL REQUIREMENTS

Please describe how your equipment, service or product would meet any or all of the following items. The Department is interested in new and innovative methods of providing service to our customers. Please feel free to include both existing functionality and systems under development.

System:

Please describe your experience and system capabilities with the registration and issuance of Vital Events including but not limited to:

1. Birth
2. Marriage
3. Death
4. Fetal Death
5. Adoption registry
6. Termination of Pregnancy
7. Dissolution

Please describe other experience and system capabilities including but not limited to:

8. Central Accounting System
9. Change Requests
10. Work Queues
11. Reporting
12. Auditing and logging
13. Access Management with customizable security features

14. Ability to import and export data to analytic and reporting systems and or built in reporting, analytics, and visualization functionality
15. Managing confidential data access use both internal and external to your organization including health information privacy and security
16. Two factor authentication
17. Deduplication of records
18. Birth/death matching
19. Marriage/dissolution matching
20. Scanning documents or images directly to the system
21. Use of QR or barcode scanning
22. Maintenance of development, test and production environments
23. Project management methodology

Please describe your experience and system capabilities with respect to data exchange including but not limited to:

24. Payment API's
25. FHIR
26. SSA
27. STEVE
28. EVVE
29. Immunization Registries
30. Disease Surveillance Systems
31. Medical Examiner Systems
32. Health Information Exchanges
33. Automated Clearinghouse (ACH)
34. On-line certificate orders

Financial:

The Department will either be hosting the system in our Amazon Web Services (AWS) environment or have the vendor host. The Department is interested in the following cost projections/estimates:

- A. Hardware costs if self hosted
- B. Hosting costs
- C. Data migration costs
- D. Initial build/implementation of the software. This includes connecting with external partners
- E. FHIR/API/external connections
- F. Ongoing licensing, service and maintenance fees including updates and system enhancements
- G. Additional support options

Please provide a projected timeline for implementation and include if your product is:

- A. Already developed
- B. Under development
- C. Not yet developed

Section 3 OTHER FEATURES

Is there any other feature, service or option you believe the Department should be aware of in preparation of an RFP? If so, please describe the feature, service product or option and explain how it would improve the program served as identified in this RFI.